

# Design Standards Letter

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**Section/Plan No.: None**

**Subject: New Job Numbers for Contract Level Course, Maintenance and Other Contracts  
District Bid Opening Procedures**

## Body

### New Job Numbers for Contract Level Course, Maintenance and Other Contracts

New job numbers will be assigned by the Office of Transportation Program Management (OTPM) for contract level course and will be effective for the 1998 contract level course program. These new job numbers will be used for charging design time and on plan sketches for level course projects. New job numbers for 1998 are as follows:

#### District New Job No.

- 1 J1L9800
- 2 J2L9800
- 3 J3L9800
- 4 J4L9800
- 5 J5L9800
- 6 J6L9800
- 7 J7L9800
- 8 J8L9800
- 9 J9L9800
- 10 J0L9800

For 1999 and previous years, the fourth and fifth places in the job number will change (J1L9900, J1L0000, J1L0100, etc.).

Individual job numbers will replace "C0--" project numbers. The Support Center Design Division will group projects geographically and OTPM will assign job numbers which the Design Division will use on bidding documents. For example:

Group 1 (3 routes) - J1L9801A  
J1L9801B  
J1L9801C

Group 2 (1 route) - J1L9802

Group 3 (2 route) - J1L9803A  
J1L9803B

Park Road projects must identify the state park where work will be done and will be shown as follows:

J2L98ARR - Arrow Rock State Park  
J5L98FIN - Finger Lakes State Park  
J8L98POM - Pomme de Terre State Park

Job numbers will be assigned by OTPM for projects to be funded from the district maintenance budgets. Project Initialization/Estimate forms submitted by the districts should indicate in the "remarks" section that the work is maintenance funded. Job numbers will be assigned numerically for each district. For example:

District 1 - J1M0001 (first maintenance contract)  
J1M0002 (second maintenance contract)

District 2 - J2M0001 (first maintenance contract)  
J2M0002 (second maintenance contract)

Job numbers for other types of projects (city, county, etc.) will also be assigned by OTPM. However, the third place in the job number will be "O" with the numeric sequence similar to that used for maintenance projects.

### **District Bid Opening Procedures**

Also enclosed are the generic guidelines for district bid openings.

These guidelines are necessary to insure the proper tracking of funds and for standardization for the contracting industry.

Additional copies of the District Bid Opening Procedures booklet are available from the Standards Section in the Design Division.

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Enclosures